

**INTERNAL SERVICES GROUP
SUMMARY**

	<u>Page #</u>	<u>Approp</u>	<u>Revenue</u>	<u>Local Cost</u>
<u>GENERAL FUND</u>				
ARCHITECTURE AND ENGINEERING	374	566,758	-	566,758
FACILITIES MANAGEMENT:				
ADMINISTRATION	377	407,397	-	407,397
CUSTODIAL DIVISION	380	3,200,343	1,657,556	1,542,787
GROUNDS DIVISION	383	1,283,962	614,736	669,226
HOME REPAIR PROGRAM	385	-	-	-
MAINTENANCE DIVISION	388	6,921,299	3,300,000	3,621,299
UTILITIES	391	15,647,049	-	15,647,049
PURCHASING	400	1,073,018	35,000	1,038,018
REAL ESTATE SERVICES:				
REAL ESTATE SERVICES	414	2,213,960	1,549,650	664,310
RENTS AND LEASES	418	208,652	-	208,652
TOTAL GENERAL FUND		<u>31,522,438</u>	<u>7,156,942</u>	<u>24,365,496</u>
<u>SPECIAL REVENUE FUND</u>				
		<u>Approp</u>	<u>Revenue</u>	<u>Fund Balance</u>
REAL ESTATE SERVICES:	420			
CHINO AGRICULTURAL PRESERVE		4,408,761	825,700	3,583,061
<u>INTERNAL SERVICES FUNDS</u>				
		<u>Operating Expense</u>	<u>Revenue/ Financing Sources</u>	<u>Revenue Over (Under) Exp</u>
FLEET MANAGEMENT:				
GARAGE AND WAREHOUSE	393	9,953,923	10,520,000	566,077
MOTOR POOL	397	8,519,141	10,265,000	1,745,859
PURCHASING:				
CENTRAL STORES	404	7,271,067	7,444,140	173,073
MAIL AND COURIER SERVICES	407	7,478,661	7,648,362	169,701
PRINTING SERVICES	410	2,352,272	2,422,958	70,686
TOTAL INTERNAL SERVICES FUNDS		<u>35,575,064</u>	<u>38,300,460</u>	<u>2,725,396</u>



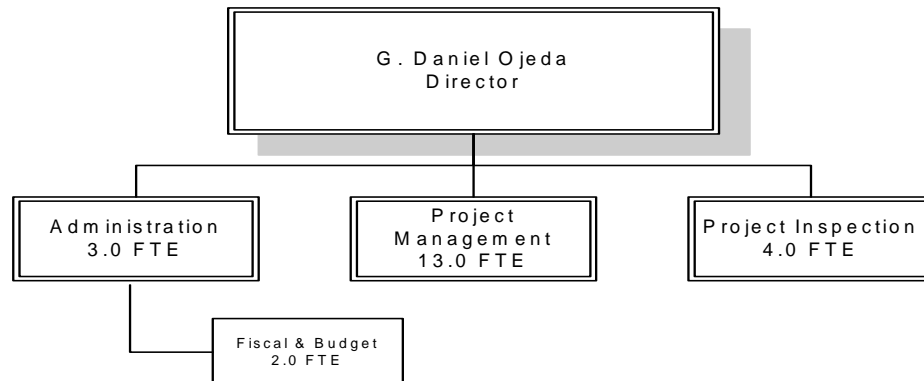
ARCHITECTURE & ENGINEERING

G. Daniel Ojeda

MISSION STATEMENT

The mission of the Architecture and Engineering Department is to plan and administer the design and construction of the projects in the county's Capital Improvement Program; and in so doing provide top quality improvements for certain county departments and the citizens of San Bernardino.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

Architecture & Engineering is responsible for the planning, design, estimating and administering of the projects in the county's Capital Improvement Program. The staff prepares bid packages and advertisements for bid, negotiates and administers projects for design and construction, and provides inspection and construction management services through completion of the project. Project costs are reimbursed from departments and the general fund where appropriate.

The vision of the Architecture & Engineering Department is to be a competitive public service organization dedicated to delivering projects and services for San Bernardino County in a timely and cost effective manner, which establishes us as the provider of choice to our customers. The department has developed a motto which is "Quality Improvements Today for a Better Tomorrow". It will use this idea to guide it through any activities that it will perform in aligning itself with the county's strategic directions and organizational priorities.

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	618,205	634,174	588,716	566,758
Departmental Revenue	10,462	-	-	-
Local Cost	607,743	634,174	588,716	566,758
Budgeted Staffing		23.0		23.0

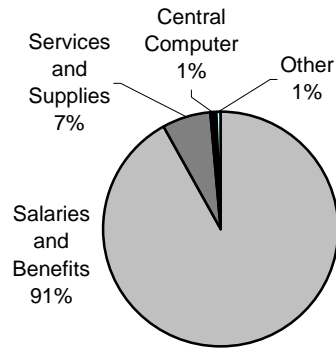
Workload Indicators

Construction Contracts Awarded	94	-	-	-
Consultant Agreements	84	-	-	-
Projects Managed	-	149	127	166
Inspections Performed	-	1,804	1,689	1,950
Construction Estimates Completed	-	120	107	125

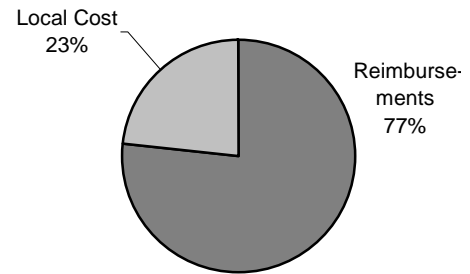
New workload indicators were established in 2003-04 to reflect a more concise measurement of functions performed.



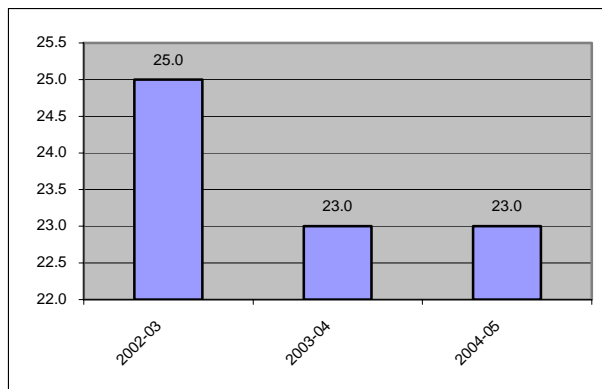
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



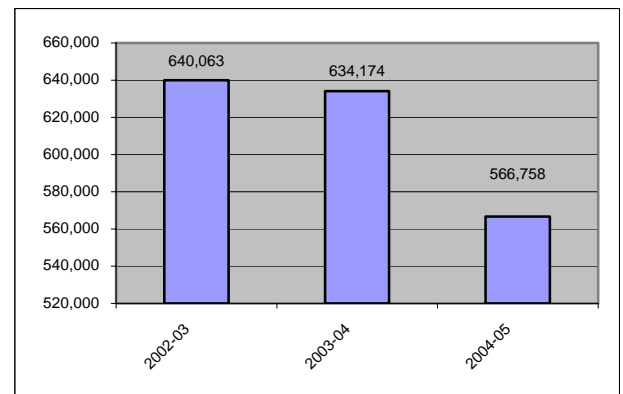
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Architecture & Engineering
FUND: General

BUDGET UNIT: AAA ANE
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	2,012,540	2,077,491	2,210,832	12,389	2,223,221
Services and Supplies	148,304	195,173	156,860	4,995	161,855
Central Computer	13,730	13,730	18,776	-	18,776
Transfers	11,932	11,932	11,932	1,876	13,808
Total Exp Authority	2,186,506	2,298,326	2,398,400	19,260	2,417,660
Reimbursements	(1,597,790)	(1,664,152)	(1,831,642)	(19,260)	(1,850,902)
Total Appropriation	588,716	634,174	566,758	-	566,758
Local Cost	588,716	634,174	566,758	-	566,758
Budgeted Staffing		23.0	23.0	-	23.0



DEPARTMENT: Architecture & Engineering
 FUND: General
 BUDGET UNIT: AAA ANE

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	23.0	634,174	-	634,174
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	30,669	-	30,669
Internal Service Fund Adjustments	-	2,584	-	2,584
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	33,253	-	33,253
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(44,500)	-	(44,500)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(44,500)	-	(44,500)
Impacts Due to State Budget Cuts	-	(56,169)	-	(56,169)
TOTAL BOARD APPROVED BASE BUDGET	23.0	566,758	-	566,758
Board Approved Changes to Base Budget	-	-	-	-
TOTAL 2004-05 FINAL BUDGET	23.0	566,758	-	566,758

DEPARTMENT: Architecture & Engineering
 FUND: General
 BUDGET UNIT: AAA ANE

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries & Benefits Increase due to step increases, workers compensation and benefits for contracted inspector.	-	12,389	-	12,389
2. Services & Supplies Additional cost due to increase in Risk Management premiums.	-	4,995	-	4,995
3. Transfers Increase due to additional cost of payroll services provided by Public Works	-	1,876	-	1,876
4. Reimbursements Increase department's fringe benefit/overhead rate charged to construction projects from 62% to 67%.	-	(19,260)	-	(19,260)
Total	-	-	-	-



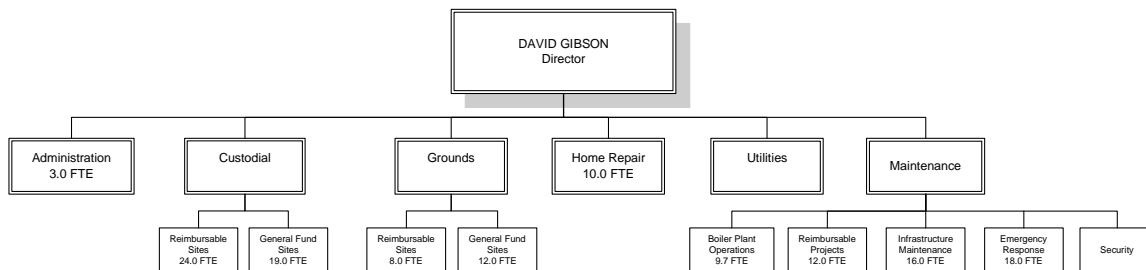
FACILITIES MANAGEMENT

David S. Gibson

MISSION STATEMENT

Our Mission is to serve the public by providing quality services enabling county departments and staff to effectively meet the expectations of their customers.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Staffing
Administration	407,397	-	407,397	4.0
Custodial	3,200,343	1,657,556	1,542,787	43.0
Grounds	1,283,962	614,736	669,226	20.0
Home Repair	-	-	-	10.0
Maintenance	6,921,299	3,300,000	3,621,299	55.7
Utilities	15,647,049	-	15,647,049	-
TOTAL	27,052,653	5,572,292	21,480,361	128.7

Administration

DESCRIPTION OF MAJOR SERVICES

The Facilities Management Department Administration Division provides support to four divisions within Facilities Management (Custodial, Grounds, Home Repair, and Maintenance) and monitors the San Bernardino County utilities budget.

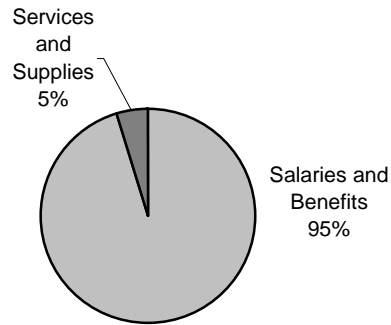
The Administration Division develops internal policies and procedures to ensure all divisions deliver quality service to their customers. The division establishes goals to assure adherence to the department's mission.

BUDGET AND WORKLOAD HISTORY

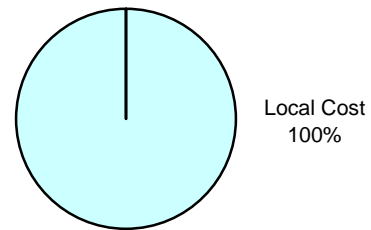
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	346,576	385,060	319,480	407,397
Departmental Revenue	284	-	350	-
Local Cost	346,292	385,060	319,130	407,397
Budgeted Staffing		4.0		4.0



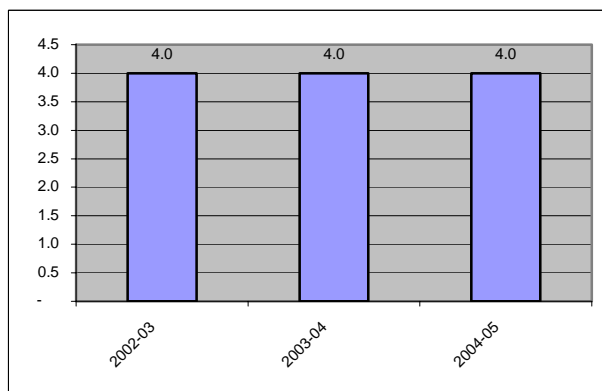
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



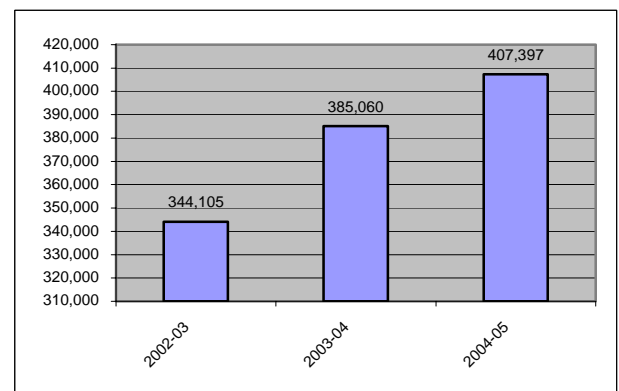
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMT
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	297,236	360,220	344,963	42,302	387,265
Services and Supplies	21,551	24,147	25,715	(6,347)	19,368
Transfers	693	693	693	71	764
Total Appropriation	319,480	385,060	371,371	36,026	407,397
<u>Departmental Revenue</u>					
Current Services	350	-	-	-	-
Total Revenue	350	-	-	-	-
Local Cost	319,130	385,060	371,371	36,026	407,397
Budgeted Staffing		4.0	3.5	0.5	4.0



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	4.0	385,060	-	385,060
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	21,830	-	21,830
Internal Service Fund Adjustments	-	1,568	-	1,568
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	23,398	-	23,398
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	(0.5)	(37,087)	-	(37,087)
TOTAL BOARD APPROVED BASE BUDGET	3.5	371,371	-	371,371
Board Approved Changes to Base Budget	0.5	36,026	-	36,026
TOTAL 2004-05 FINAL BUDGET	4.0	407,397	-	407,397

DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMT

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Increase to cover step increases.	-	5,215	-	5,215
2. Services and Supplies Reduction in anticipated expenditures to balance budget.	-	(6,347)	-	(6,347)
3. Transfers Increase in charges for EHAP, EAP, CEHW	-	71	-	71
4. Salaries and Benefits Department adjustment of local cost targets allows for full year funding of a Staff Analyst II position (#6327).	0.5	37,087	-	37,087
Total	0.5	36,026	-	36,026



Custodial

DESCRIPTION OF MAJOR SERVICES

The Custodial Division is responsible for custodial services provided to county owned and some leased facilities. Services are performed with a combination of county employees and contract custodial service providers. This division provides pest control services, window washing, carpet cleaning, air duct cleaning, and mold remediation as well as routine and emergency general custodial services. The primary goal of the Custodial Division is to provide a clean environment in county facilities for customers and employees.

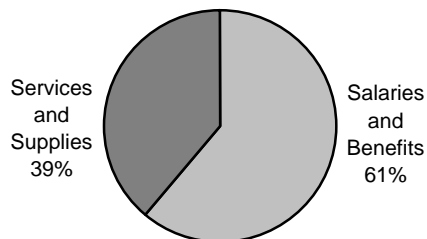
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	3,106,554	3,161,526	2,728,170	3,200,343
Departmental Revenue	1,573,048	1,706,888	1,523,299	1,657,556
Local Cost	1,533,506	1,454,638	1,204,871	1,542,787
Budgeted Staffing		47.5		43.0

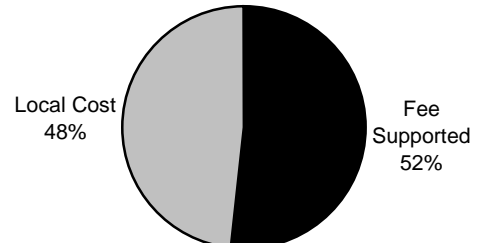
Workload Indicators

In House (sq. ft.)	1,101,943	1,304,314	1,304,314	1,304,314
Contracted (sq. ft.)	950,044	837,843	860,156	938,156

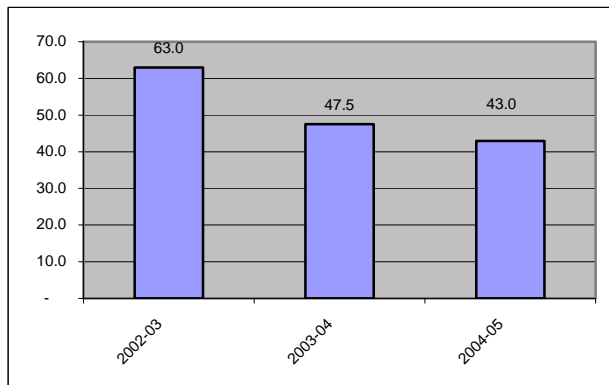
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



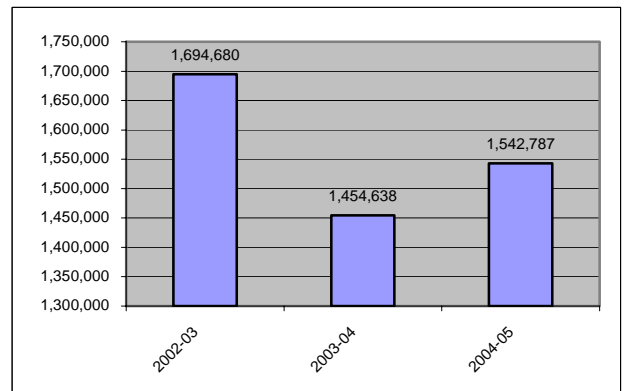
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMC
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	1,714,379	1,940,238	1,852,588	99,357	1,951,945
Services and Supplies	1,002,869	1,210,366	1,174,479	64,864	1,239,343
Central Computer	-	-	17,832	(17,832)	-
Transfers	10,922	10,922	10,922	(1,867)	9,055
Total Appropriation	2,728,170	3,161,526	3,055,821	144,522	3,200,343
Departmental Revenue					
Fines and Forfeitures	44	-	-	-	-
Current Services	1,523,255	1,706,888	1,706,888	(49,332)	1,657,556
Total Revenue	1,523,299	1,706,888	1,706,888	(49,332)	1,657,556
Local Cost	1,204,871	1,454,638	1,348,933	193,854	1,542,787
Budgeted Staffing		47.5	43.0	-	43.0

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMC

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	47.5	3,161,526	1,706,888	1,454,638
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	153,834	-	153,834
Internal Service Fund Adjustments	-	30,241	-	30,241
Prop 172	-	-	-	-
Other Required Adjustments	-	45,600	-	45,600
Subtotal	-	229,675	-	229,675
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(3.0)	(202,448)	-	(202,448)
Mid-Year Board Items	-	-	-	-
Subtotal	(3.0)	(202,448)	-	(202,448)
Impacts Due to State Budget Cuts	(1.5)	(132,932)	-	(132,932)
TOTAL BOARD APPROVED BASE BUDGET	43.0	3,055,821	1,706,888	1,348,933
Board Approved Changes to Base Budget	-	144,522	(49,332)	193,854
TOTAL 2004-05 FINAL BUDGET	43.0	3,200,343	1,657,556	1,542,787



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMC

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Workers Comp - Exp Mod Increase in charges to Workers Compensation - Exp Mod Charges	-	70,731	-	70,731
2. Salaries and Benefits Additional costs for step increases as well as budgeting for administrative leave cash out.	-	28,626	-	28,626
3. Contract Custodial Services Increase in contract Custodial service costs.	-	(472)	-	(472)
4. Central Computer Charges Decrease in central computer charges per budget instructions.	-	(17,832)	-	(17,832)
5. Transfers Decrease in charges for EHAP, EAP, CEHW	-	(1,867)	-	(1,867)
6. Revenue Decrease is a result of a reduction in services.	-	-	(49,332)	49,332
7. Services and Supplies Department adjustment of local cost targets allows for additional purchase of cleaning and paper products.	-	65,336	-	65,336
Total	-	144,522	(49,332)	193,854



Grounds

DESCRIPTION OF MAJOR SERVICES

The Grounds Division is responsible for the grounds maintenance services provided to county owned and some leased facilities. Services are performed with a combination of county employees and private contractors. This division provides landscaping design and maintenance services, as well as tree trimming, parking lot sweeping, snow removal, fountain maintenance and indoor-plant care. The primary goal of the Grounds Division is to provide well-maintained exterior building areas for customers and employees.

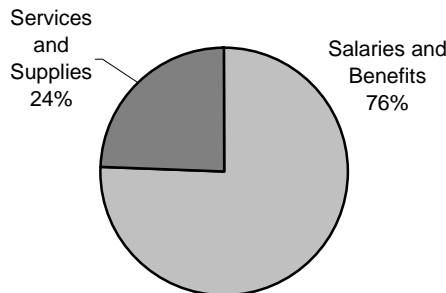
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	1,439,226	1,456,154	1,310,417	1,283,962
Departmental Revenue	906,693	639,000	617,302	614,736
Local Cost	532,533	817,154	693,115	669,226
Budgeted Staffing		23.7		20.0

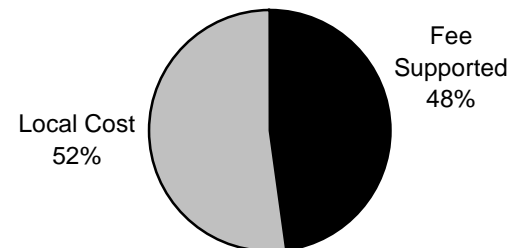
Workload Indicators

Acres Maintained	720	720	720	725
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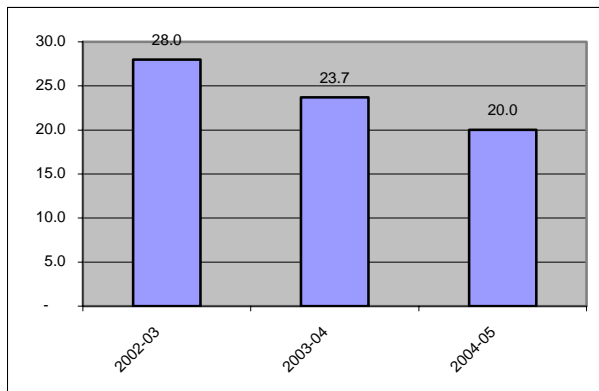
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



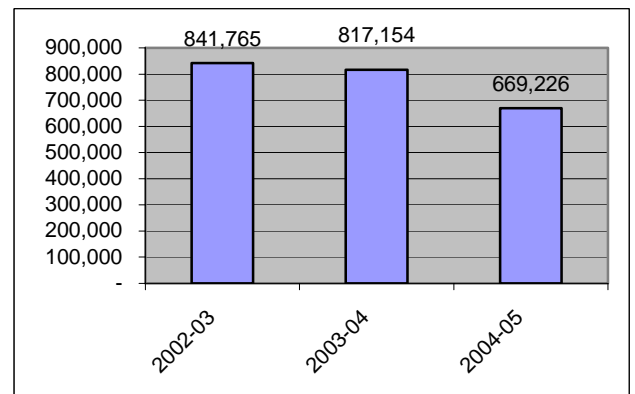
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMG
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	905,825	1,050,034	956,573	10,182	966,755
Services and Supplies	397,707	400,371	394,846	(83,112)	311,734
Central Computer	2,030	894	894	62	956
Transfers	4,855	4,855	4,855	(338)	4,517
Total Appropriation	1,310,417	1,456,154	1,357,168	(73,206)	1,283,962
Departmental Revenue					
Current Services	617,302	639,000	639,000	(24,264)	614,736
Total Revenue	617,302	639,000	639,000	(24,264)	614,736
Local Cost	693,115	817,154	718,168	(48,942)	669,226
Budgeted Staffing		23.7	20.0	-	20.0

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMG

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	23.7	1,456,154	639,000	817,154
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	87,005	-	87,005
Internal Service Fund Adjustments	-	3,466	-	3,466
Prop 172	-	-	-	-
Other Required Adjustments	-	18,000	-	18,000
Subtotal	-	108,471	-	108,471
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	(2.7)	(135,832)	-	(135,832)
Mid-Year Board Items	-	-	-	-
Subtotal	(2.7)	(135,832)	-	(135,832)
Impacts Due to State Budget Cuts	(1.0)	(71,625)	-	(71,625)
TOTAL BOARD APPROVED BASE BUDGET	20.0	1,357,168	639,000	718,168
Board Approved Changes to Base Budget	-	(73,206)	(24,264)	(48,942)
TOTAL 2004-05 FINAL BUDGET	20.0	1,283,962	614,736	669,226

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMG

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Additional costs for step increases as well as budgeting for administrative leave cash out.	-	10,182	-	10,182
2. Contract Grounds Services Budget reduced in contract grounds services to reflect actual contracts and purchase orders currently in place.	-	(83,112)	-	(83,112)
3. Central Computer Increase in central computer charges per budget instructions.	-	62	-	62
4. Transfers Decrease in charges for EHAP, EAP, CEHW	-	(338)	-	(338)
5. Revenue Adjusted to more accurately reflect anticipated revenue in 2004-05.	-	-	(24,264)	24,264
Total	-	(73,206)	(24,264)	(48,942)



Home Repair

DESCRIPTION OF MAJOR SERVICES

The Home Repair Program is a federally funded program that is administered by Facilities Management. Through the program, minor repairs are performed for eligible candidates as determined by Economic and Community Development Department (ECD). ECD reimburses the costs incurred by the program with federal funds.

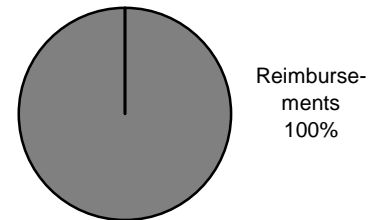
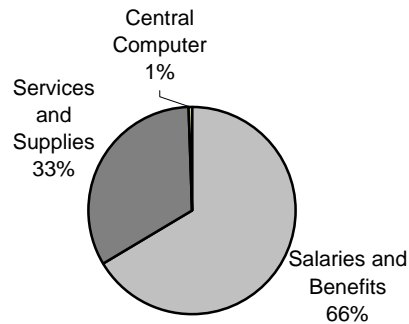
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	59,217	-	1,593	-
Local Cost	59,217	-	1,593	-
Budgeted Staffing		12.0		10.0

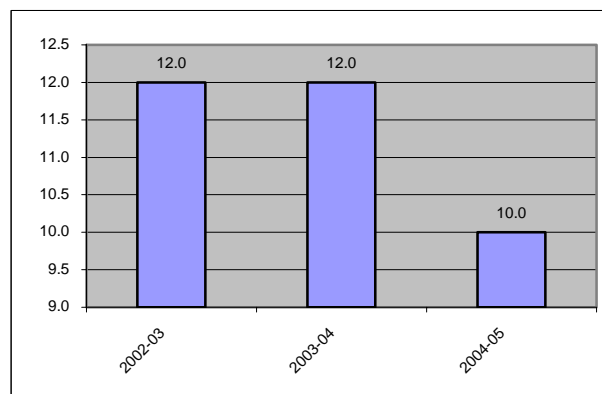
Workload Indicators

Jobs Completed	309	341	296	284
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2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMH
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	550,746	619,163	670,285	(97,692)	572,593
Services and Supplies	230,700	242,879	244,351	39,419	283,770
Central Computer	-	-	-	5,471	5,471
Transfers	2,080	2,080	2,080	208	2,288
Total Exp Authority	783,526	864,122	916,716	(52,594)	864,122
Reimbursements	(781,933)	(864,122)	(916,716)	52,594	(864,122)
Total Appropriation	1,593	-	-	-	-
Local Cost	1,593	-	-	-	-
Budgeted Staffing		12.0	12.0	(2.0)	10.0

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMH

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	12.0	-	-	-
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	12.0	-	-	-
Board Approved Changes to Base Budget	(2.0)	-	-	-
TOTAL 2004-05 FINAL BUDGET	10.0	-	-	-



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMH

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Delete 2.0 Housing Repair Worker III positions Deletion of these two vacant positions are necessary since ECD did not increase funding. Current funding levels were required to cover MOU and operational costs.	(2.0)	(97,692)	-	(97,692)
2.	Services and Supplies This increase is mainly due to a \$39,077 increase in COWCAP charges.	-	39,419	-	39,419
3.	Central Computer Central computer charges as indicated in budget package.	-	5,471	-	5,471
4.	Transfers Increase in charges for EHAP, EAP, CEHW	-	208	-	208
5.	Reimbursements There is no increase in funding from ECD. Budget adjustments to cover MOU and operational cost.	-	52,594	-	52,594
Total		(2.0)	-	-	-



Maintenance

DESCRIPTION OF MAJOR SERVICES

The Maintenance Division is responsible for maintaining county owned and some leased facilities. Services are performed with a combination of county employees and contractors. This division operates boiler plants, performs routine infrastructure maintenance, oversees fiscal aspect of security services, manages the minor remodel and maintenance portion of the county capital improvement program, and responds to emergency building issues 24 hours per day, 7 days per week. The primary goal of the Maintenance Division is to provide safe and well-maintained facilities for customers and employees.

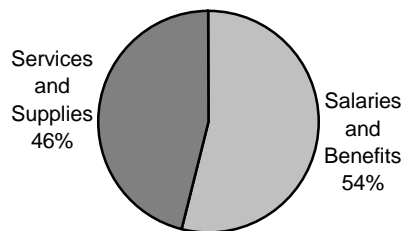
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	7,066,665	7,107,828	6,781,774	6,921,299
Departmental Revenue	3,370,525	3,300,000	3,081,881	3,300,000
Local Cost	3,696,140	3,807,828	3,699,893	3,621,299
Budgeted Staffing		56.0		55.7

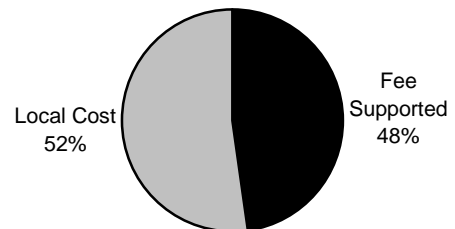
Workload Indicators

Square Feet Maintained	4,285,000	4,285,000	4,311,000	4,425,000
Maintenance Trouble Calls	10,645	10,500	9,500	11,000
Maintenance Requisitions	815	800	750	700

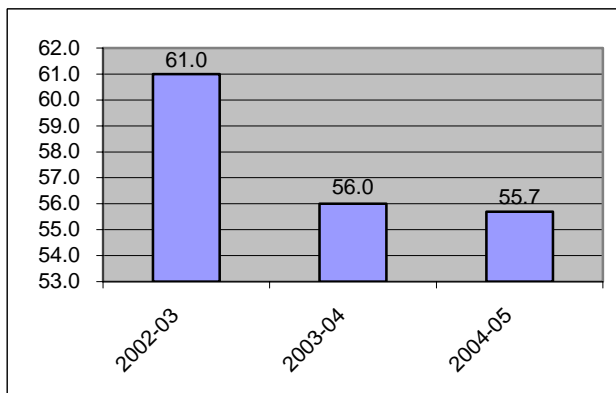
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



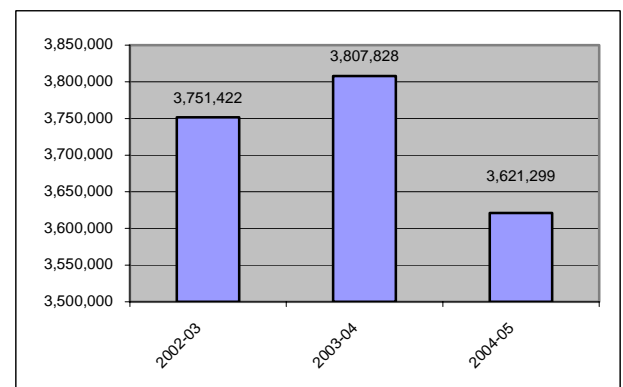
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD FMM
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	3,406,716	3,450,598	3,588,363	118,008	3,706,371
Services and Supplies	3,349,817	3,625,353	3,431,032	(245,612)	3,185,420
Central Computer	19,165	20,301	5,471	12,361	17,832
Transfers	10,576	11,576	11,576	100	11,676
Total Appropriation	6,781,774	7,107,828	7,036,442	(115,143)	6,921,299
Departmental Revenue					
Fines and Forfeitures	2,784	-	-	-	-
State, Fed or Gov't Aid	13,894	-	-	-	-
Current Services	3,065,203	3,300,000	3,300,000	-	3,300,000
Total Revenue	3,081,881	3,300,000	3,300,000	-	3,300,000
Local Cost	3,699,893	3,807,828	3,736,442	(115,143)	3,621,299
Budgeted Staffing		56.0	54.0	1.7	55.7

DEPARTMENT: Facilities Management
FUND: General
BUDGET UNIT: AAA FMD FMM

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	56.0	7,107,828	3,300,000	3,807,828
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	277,182	-	277,182
Internal Service Fund Adjustments	-	6,945	-	6,945
Prop 172	-	-	-	-
Other Required Adjustments	2.0	121,584	-	121,584
Subtotal	2.0	405,711	-	405,711
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(104,500)	-	(104,500)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(104,500)	-	(104,500)
Impacts Due to State Budget Cuts	(4.0)	(372,597)	-	(372,597)
TOTAL BASE BUDGET	54.0	7,036,442	3,300,000	3,736,442
Department Recommended Funded Adjustments	1.7	(115,143)	-	(115,143)
TOTAL 2004-05 PROPOSED BUDGET	55.7	6,921,299	3,300,000	3,621,299



DEPARTMENT: Facilities Management
 FUND: General
 BUDGET UNIT: AAA FMD FMM

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salaries and Benefits Additional costs for step increases, administrative leave cash out, and .7 FTE for overtime pay for Building Plant Operator I's.	0.7	52,213	-	52,213
** Final Budget Adjustment-Policy item to restore 1.0 position. Restoration consists of a 1.0 General Maintenance Mechanic that will abate previous positions assigned to the West Valley and High Desert Detention Centers. This position will aid in maintaining service levels at other county facilities.	1.0	65,795		65,795
2. Services and Supplies Reduction in building maintenance costs due primarily to projected savings of the new elevator service contracts.	-	(245,612)	-	(245,612)
3. Central Computer Increase in central computer charges per budget instructions.	-	12,361	-	12,361
4. Transfers Increase in charges for EHAP, EAP, CEHW	-	100	-	100
Total	1.7	(115,143)	-	(115,143)

**** Final Budget Adjustments were approved by the Board after the proposed budget was submitted.**



Utilities

DESCRIPTION OF MAJOR SERVICES

The San Bernardino County Utilities budget funds the cost of natural gas and liquid propane gas, electricity, water, sewage, refuse disposal, diesel fuel for emergency generators, and other related costs for county owned and some leased facilities.

There is no staffing associated with this budget unit.

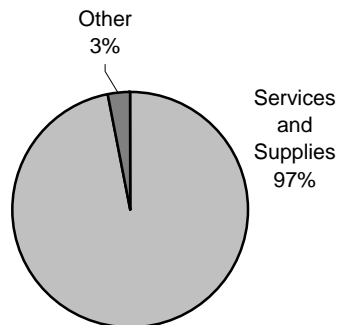
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	15,990,429	15,730,303	13,477,393	15,647,049
Departmental Revenue	-	-	(103,563)	-
Local Cost	15,990,429	15,730,303	13,580,956	15,647,049

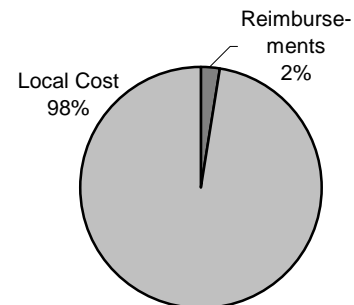
Workload Indicators

Electric	11,134,047	11,691,100	9,398,078	10,500,000
Gas	746,930	820,200	878,383	900,000
Water	1,469,687	1,515,884	1,565,596	1,600,000
Sewer	752,645	795,520	459,376	475,000
Disposal	887,670	899,700	930,731	950,000

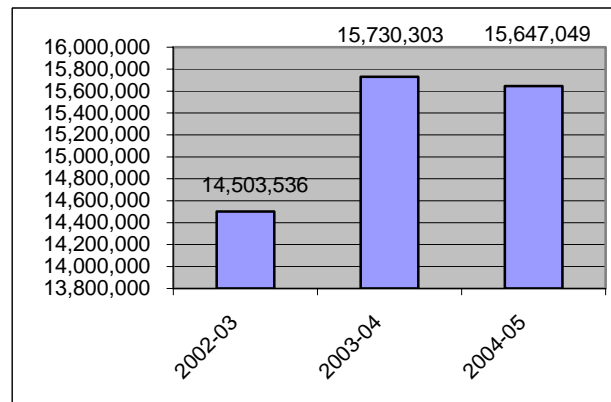
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA UTL
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Services and Supplies	13,308,216	15,726,351	16,333,475	(776,426)	15,557,049
Transfers	470,000	470,000	470,000	-	470,000
Contingencies	-	-	-	-	-
Total Exp Authority	13,778,216	16,196,351	16,803,475	(776,426)	16,027,049
Reimbursements	(300,823)	(466,048)	(476,928)	96,928	(380,000)
Total Appropriation	13,477,393	15,730,303	16,326,547	(679,498)	15,647,049
Departmental Revenue					
Current Services	(103,699)	-	-	-	-
Other Revenue	136	-	-	-	-
Total Revenue	(103,563)	-	-	-	-
Local Cost	13,580,956	15,730,303	16,326,547	(679,498)	15,647,049

DEPARTMENT: Facilities Management
FUND: Utilities
BUDGET UNIT: AAA UTL

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	15,730,303	-	15,730,303
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	596,244	-	596,244
Subtotal	-	596,244	-	596,244
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	-	16,326,547	-	16,326,547
Board Approved Changes to Base Budget	-	(679,498)	-	(679,498)
TOTAL 2004-05 FINAL BUDGET	-	15,647,049	-	15,647,049

DEPARTMENT: Facilities Management
FUND: Utilities
BUDGET UNIT: AAA UTL

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Reduction in Utility Costs. Anticipated savings of \$776,426 due to a 9% decrease in Edison rates; a more accurate reflection of costs within a 12 month period (July-June); a budget analysis conducted by MCG Consulting; and other savings projected for 2003-04. This savings is offset by a reduction in reimbursements of \$96,928 from County Schools and contingencies of \$679,498.	-	(679,498)	-	(679,498)
Total	-	(679,498)	-	(679,498)



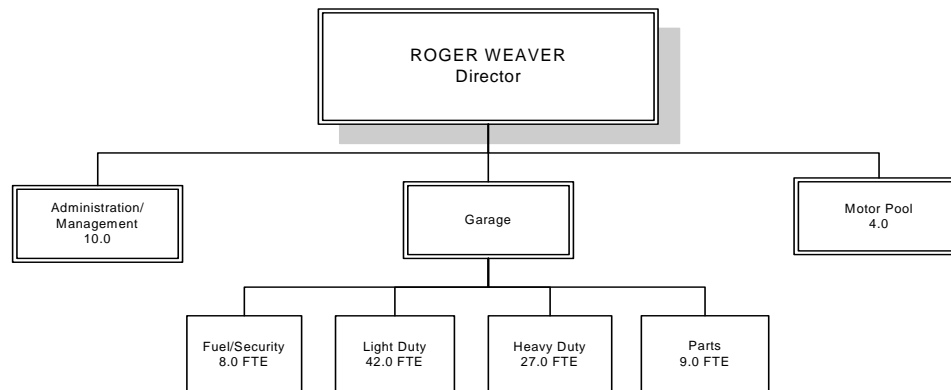
FLEET MANAGEMENT

Roger Weaver

MISSION STATEMENT

The mission of the Fleet Management Department is to provide vehicles, equipment, and services to the officials and employees of the county so that they can provide the services that promote the health, safety, well being, and quality of life of the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2004-05				
	Operating Exp	Revenue	Revenue Over/ (Under) Exp	Staffing
Garage	9,953,923	10,520,000	566,077	97.0
Motor Pool	8,519,141	10,265,000	1,745,859	4.0
TOTAL	18,473,064	20,785,000	2,311,936	101.0

Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication, and emergency field services for the county's fleet of vehicles and heavy equipment. This includes the warehousing of automotive parts and related road materials to support fleet operations.

The Garage budget unit is an internal service fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.



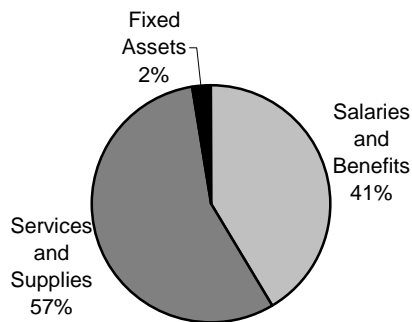
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	13,530,275	7,343,777	8,891,403	9,953,923
Departmental Revenue	13,269,231	8,191,300	8,968,736	10,520,000
Revenue Over/(Under) Expense	(261,044)	847,523	77,333	566,077
Budgeted Staffing		94.0		97.0
Fixed Assets	22,790	170,000	-	371,800
Unrestricted Net Assets Available at Year End	36,637		587,805	

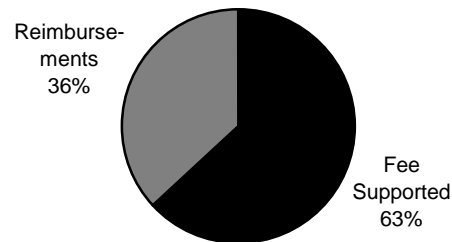
Workload Indicators

Number of work orders	16,245	17,000	18,059	18,000
Number of billable shop hours	67,656	71,000	77,995	80,000
Warehouse sales \$	1,072,776	1,000,000	1,070,205	-
Parts sales \$	2,196,707	3,000,000	2,419,115	3,000,000
Fuel gallons dispensed	2,988,433	2,900,000	3,010,954	3,000,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

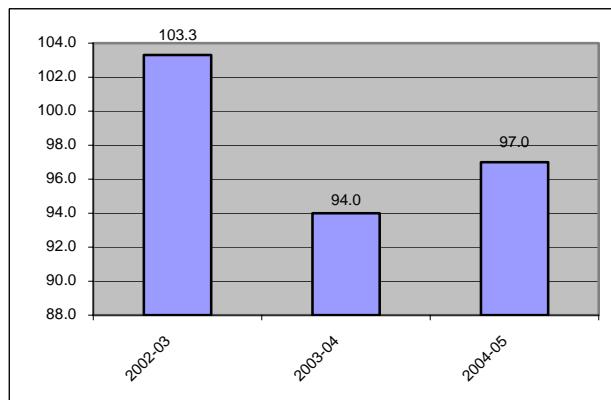


2004-05 BREAKDOWN BY FINANCING SOURCE

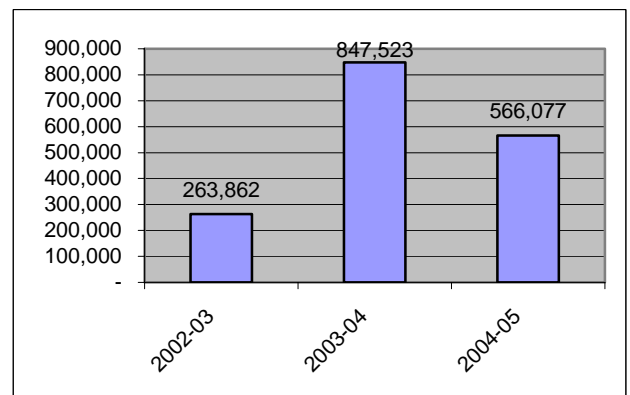


NOTE: This budget is expected to increase unrestricted net assets by \$194,277.

2004-05 STAFFING TREND CHART



2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Garage

BUDGET UNIT: ICB VHS
FUNCTION: General
ACTIVITY: Central garage

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	5,523,457	5,861,042	6,482,179	(21,841)	6,460,338
Services and Supplies	8,005,227	6,007,286	6,012,301	2,771,672	8,783,973
Central Computer	27,926	34,836	36,434	-	36,434
Transfers	620,978	331,210	331,210	235,312	566,522
Total Exp Authority	14,177,588	12,234,374	12,862,124	2,985,143	15,847,267
Reimbursements	(5,536,185)	(5,140,597)	(5,140,597)	(1,002,747)	(6,143,344)
Total Appropriation	8,641,403	7,093,777	7,721,527	1,982,396	9,703,923
Depreciation	250,000	250,000	250,000	-	250,000
Total Requirements	8,891,403	7,343,777	7,971,527	1,982,396	9,953,923
Departmental Revenue					
Use of Money and Prop	14,716	20,000	20,000	-	20,000
Current Services	8,935,024	8,171,300	8,925,369	1,574,631	10,500,000
Total Revenue	8,968,736	8,191,300	8,945,369	1,574,631	10,520,000
Revenue Over/(Under) Exp	77,333	847,523	973,842	(407,765)	566,077
Budgeted Staffing		94.0	98.0	(1.0)	97.0
Fixed Assets					
Improvement to Structures	-	20,000	20,000	191,800	211,800
Equipment	-	150,000	150,000	10,000	160,000
Total Fixed Assets	-	170,000	170,000	201,800	371,800

In 2004-05, services and supplies are increased due mainly to rising fuel costs. Revenues are expected to increase due to an increase in budgeted staff performing billable functions and the implementation of revised rates as approved by the Board on March 2, 2004.

DEPARTMENT: Fleet Management
FUND: Garage
BUDGET UNIT: ICB VHS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	94.0	7,343,777	8,191,300	847,523
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	375,456	375,456	-
Internal Service Fund Adjustments	-	6,613	6,613	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	382,069	382,069	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	4.0	245,681	372,000	126,319
Subtotal	4.0	245,681	372,000	126,319
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	98.0	7,971,527	8,945,369	973,842
Department Recommended Funded Adjustments	(1.0)	1,982,396	1,574,631	(407,765)
TOTAL 2004-05 FINAL BUDGET	97.0	9,953,923	10,520,000	566,077
2003-04 FINAL FIXED ASSETS		170,000		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets		201,800		
TOTAL 2004-05 FIXED ASSETS BUDGET		371,800		



DEPARTMENT: Fleet Management
 FUND: Garage
 BUDGET UNIT: ICB VHS

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Increased demand for services Add 1.0 Motor Fleet Mechanic II to perform lead worker responsibilities for the night shift in the Auto Shop. Add 1.0 Motor Pool Assistant to perform non-billable shop functions at the Apple Valley Service Center, which are currently performed by higher cost technical staff. The addition of these positions will increase productivity and customer service.	2.0	105,996	168,000	62,004
2. Delete administrative position Delete 1.0 Fiscal Clerk I due to efficiencies in the department's business office.	(1.0)	(42,605)	-	42,605
3. Delete central warehouse functions Delete 2.0 Storekeeper due to the elimination of the central warehouse function as part of the Fleet Management budget. Certain supplies and equipment used by the department are now all accounted for in its Parts Shop cost center (80% of the warehouse function), some supplies are no longer stocked, and supplies carried for Trans/Flood are now stocked and issued through Central Stores. Salaries and benefits are decreased by \$85,232; services and supplies are decreased by \$20,964; and revenues are decreased by \$29,140.	(2.0)	(106,196)	(29,140)	77,056
4. Increased demand for fuel and parts Services and supplies are increased due to rising fuel costs and a higher demand for automotive parts. The demand for parts has risen due to delays in the purchase of new vehicles in 2002-03 because of the fixed asset freeze in effect at the time. As a result, the 2003-04 vehicles were not purchased at the beginning of the fiscal year. Services and supplies are increased by \$2,792,636; transfers are increased by \$235,312; reimbursements are increased by \$1,002,747; and revenues are increased by \$1,719,771.	-	2,025,201	1,719,771	(305,430)
5. Decreased revenues The 2003-04 Garage rates approved by the Board on March 4, 2003 were predicated on accumulating two months of working capital in five years and equated to approximately \$850,000 the first year and \$400,000 per year thereafter (at June 30, 2003, the department's unrestricted net assets were \$36,637). The 2004-05 Garage rates approved by the Board on March 2, 2004 were predicated on accumulating the working capital over a total six year period. The contribution in 2004-05 is expected to be \$566,000.	-	-	(284,000)	(284,000)
Total	(1.0)	1,982,396	1,574,631	(407,765)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. CIP Projects Approved CIP requests for lease of the Victor Valley Service Center; removal of underground tanks and installation of aboveground fuel tanks in Barstow; and replacement of the air handler for building no. 1 at the Lena Road service center.	191,800
2. Equipment needed Two tire machines at \$5,000 each for the auto shop.	10,000
Total	201,800



Motor Pool

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Motor Pool Division has ownership and/or maintenance responsibility for approximately 1,800 automobiles, vans, pick up trucks and various specialty vehicles assigned to county departments. Motor Pool provides for replacement, fuel, maintenance, insurance, overhead, and other operational costs of fleet vehicles.

The Motor Pool budget unit is an internal service fund (ISF). All operational costs of the Motor Pool Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to be used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

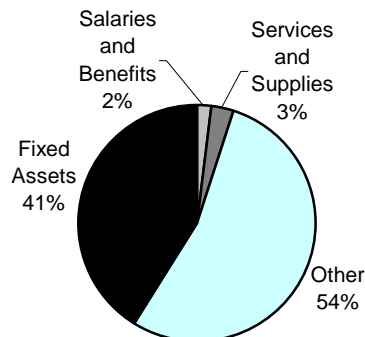
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	7,157,761	8,415,009	8,327,704	8,519,141
Departmental Revenue	11,484,082	11,265,463	10,940,288	10,265,000
Revenue Over/(Under) Expense	4,326,321	2,850,454	2,612,584	1,745,859
Budgeted Staffing		4.0		4.0
Fixed Assets	4,672,735	4,200,000	3,663,990	4,484,000
Unrestricted Net Assets Available at Year End	11,133,824		8,802,113	

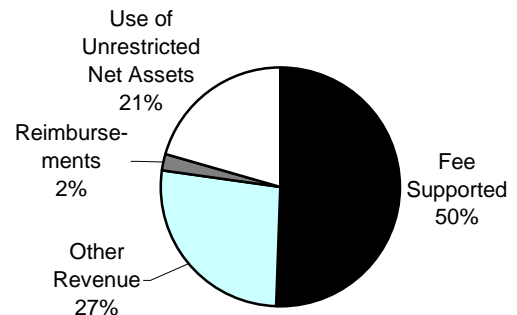
Workload Indicators

Vehicles owned by the Motor Pool	1,266	1,253	1,237	1,285
Vehicles owned by other departments	597	597	563	552
Total miles driven by Motor Pool vehicles	20,281,125	19,000,000	18,455,909	17,000,000

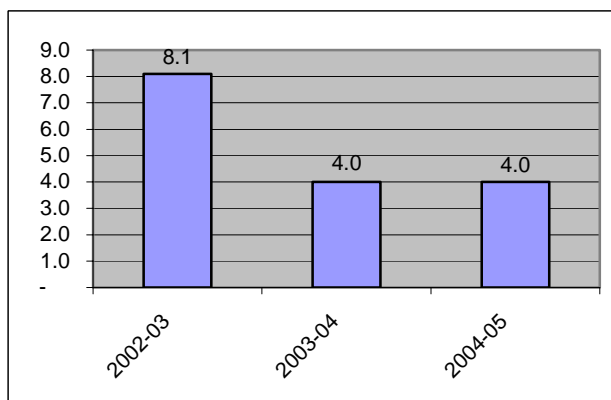
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



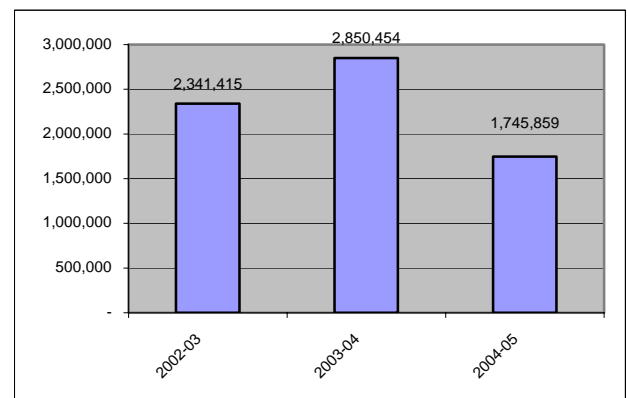
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Internal Services
DEPARTMENT: Fleet Management
FUND: Motor Pool

BUDGET UNIT: IBA VHS
FUNCTION: General
ACTIVITY: Central motor pool

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	191,481	197,598	211,530	-	211,530
Services and Supplies	249,154	745,271	320,170	12,236	332,406
Central Computer	1,871	2,440	2,679	-	2,679
Transfers	5,581,409	5,143,302	5,143,302	701,446	5,844,748
Total Exp Authority	6,023,915	6,088,611	5,677,681	713,682	6,391,363
Reimbursements	(322,609)	(300,000)	(300,000)	27,778	(272,222)
Total Appropriation	5,701,306	5,788,611	5,377,681	741,460	6,119,141
Depreciation	2,626,398	2,626,398	2,626,398	(226,398)	2,400,000
Total Requirements	8,327,704	8,415,009	8,004,079	515,062	8,519,141
<u>Departmental Revenue</u>					
Use of Money and Prop	202,924	165,000	165,000	35,000	200,000
Current Services	7,889,617	8,299,065	7,888,135	(1,173,135)	6,715,000
Other Revenue	2,327,753	2,626,398	2,626,398	373,602	3,000,000
Other Financing Sources	519,994	175,000	175,000	175,000	350,000
Total Revenue	10,940,288	11,265,463	10,854,533	(589,533)	10,265,000
Revenue Over/(Under) Exp	2,612,584	2,850,454	2,850,454	(1,104,595)	1,745,859
Budgeted Staffing		4.0	4.0	-	4.0
<u>Fixed Assets</u>					
Improvement to Structures	-	-	-	284,000	284,000
Equipment	8,297	-	-	-	-
Vehicles	3,655,693	4,200,000	4,200,000	-	4,200,000
Total Fixed Assets	3,663,990	4,200,000	4,200,000	284,000	4,484,000

In 2004-05, services and supplies are decreased due mainly to decreased costs for comprehensive auto liability insurance. Transfers are increased due to rising fuel costs and increased Garage (ICB VHS) labor rates. Revenues are decreased to reflect the reduction of motor pool fixed rates. Those rates, approved by the Board on March 2, 2004, were lowered due mainly to the reduced insurance costs, which are included as part of the fixed rate charged to customers.



DEPARTMENT: Fleet Management
FUND: Motor Pool
BUDGET UNIT: IBA VHS

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	4.0	8,415,009	11,265,463	2,850,454
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	13,932	13,932	-
Internal Service Fund Adjustments	-	(424,862)	(424,862)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	(410,930)	(410,930)	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	4.0	8,004,079	10,854,533	2,850,454
Department Recommended Funded Adjustments	-	515,062	(589,533)	(1,104,595)
TOTAL 2004-05 FINAL BUDGET	4.0	8,519,141	10,265,000	1,745,859
2003-04 FINAL FIXED ASSETS		4,200,000		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets		284,000		
TOTAL 2004-05 FIXED ASSETS BUDGET		4,484,000		

DEPARTMENT: Fleet Management
FUND: Motor Pool
BUDGET UNIT: IBA VHS

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Services and supplies Adjustments due mainly to increased COWCAP charges.	-	12,236	-	(12,236)
2. Depreciation Reduced depreciation charges due to a reduction in the size of the fleet.	-	(226,398)	-	226,398
3. Rate adjustments Fleet Management Department rate adjustments were approved by the Board on March 2, 2004. Transfers to the Garage (ICB VHS) increase due mainly to rising fuel costs and increased Garage labor rates. Reimbursements and revenues decrease due mainly to reductions in the Motor Pool fixed rates, which were reduced because of lower insurance and direct labor costs.	-	729,224	(794,533)	(1,523,757)
4. Other revenue adjustments Increases primarily due to the sale of a greater number of surplus vehicles.	-	-	205,000	205,000
Total	-	515,062	(589,533)	(1,104,595)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Building 1 remodel Per CIP Request No. 03-30, which was approved on October 3, 2003.	284,000
Total	284,000



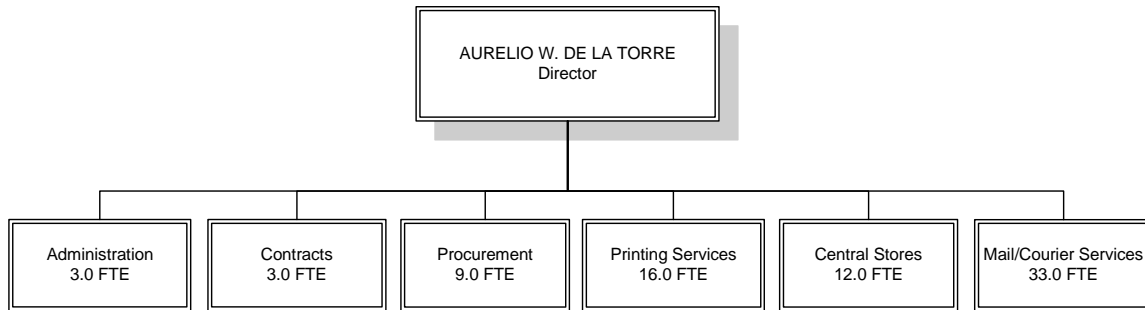
PURCHASING

Aurelio W. De La Torre

MISSION STATEMENT

Purchasing supports San Bernardino County by seeking the best value for each dollar expended by processing public procurement in an open and competitive environment. In addition, the department provides in-house services such as printing, full service supply ordering and comprehensive mail services through three internal service programs (Printing Services, Central Stores, and Mail Courier Services).

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Operating Exp/ Appropriation	Revenue	Local Cost	Revenue Over/ (Under) Exp	Staffing
Purchasing	1,073,018	35,000	1,038,018		16.0
Central Stores	7,271,067	7,444,140		173,073	12.0
Mail/Courier Services	7,478,661	7,648,362		169,701	33.0
Printing Services	2,352,272	2,422,958		70,686	16.0
TOTAL	18,175,018	17,550,460	1,038,018	413,460	77.0

Purchasing

DESCRIPTION OF MAJOR SERVICES

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-Governed Districts. In addition, it is responsible for the management of three Internal Service Fund Divisions (Central Stores, Mail/Courier Services and Printing Services). It also manages and arranges for the sale of county surplus property.

The Purchasing Department strives to provide service to all county departments, special districts and other government entities with sources for quality products with reasonable prices and timely deliveries. All willing vendors will be given the opportunity to provide pricing on their products and services in a fair, open, and competitive environment. Purchasing accomplishes this mission by treating each department, employee, and vendor with respect, integrity, and understanding. By extending this treatment to all, Purchasing fulfills the purchasing obligation of San Bernardino County.

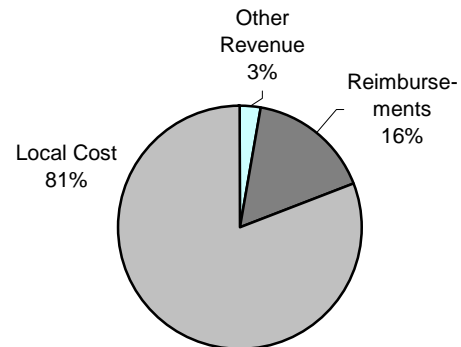
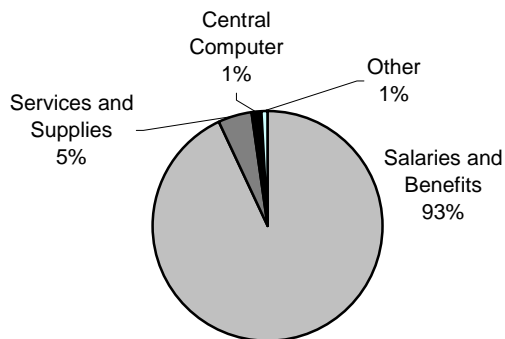
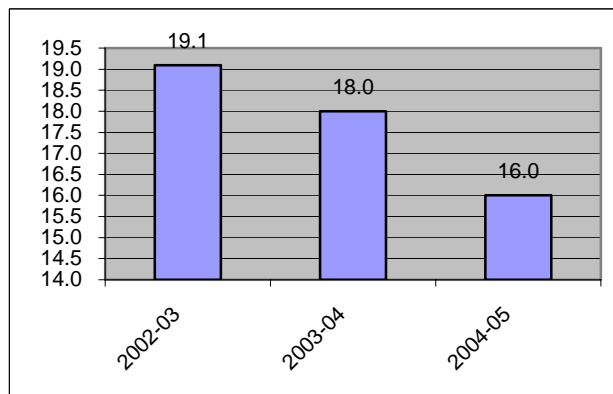
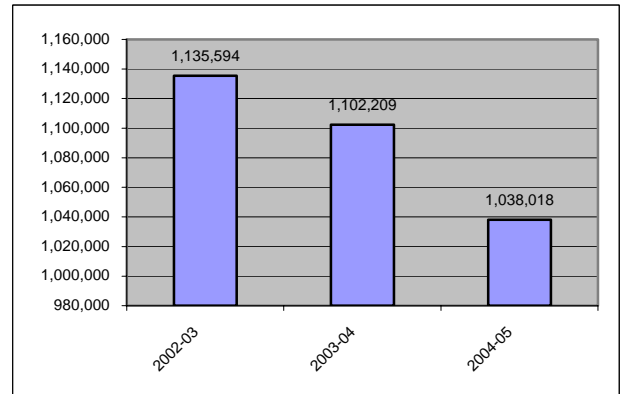


BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	1,087,823	1,112,209	1,022,018	1,073,018
Departmental Revenue	5,067	10,000	36,568	35,000
Local Cost	1,082,756	1,102,209	985,450	1,038,018
Budgeted Staffing		18.0		16.0

Workload Indicators

Purchase Orders	1,766	1,725	1,571	1,300
Request For Payment	67,851	68,000	61,869	53,000
Requisitions	2,584	2,450	2,983	3,200
Blanket Purchase Orders	1,901	2,050	1,876	2,500
Request For Proposals	257	275	261	300

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE**2004-05 STAFFING TREND CHART****2004-05 LOCAL COST TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	1,184,267	1,187,632	1,160,713	34,621	1,195,334
Services and Supplies	22,300	92,525	96,149	(34,741)	61,408
Central Computer	13,420	13,420	16,683	-	16,683
Other Charges	997	997	997	(269)	728
L/P Equipment	5,783	5,783	5,783	269	6,052
Transfers	3,312	3,312	3,312	120	3,432
Total Exp Authority	1,230,079	1,303,669	1,283,637	-	1,283,637
Reimbursements	(208,061)	(191,460)	(235,619)	25,000	(210,619)
Total Appropriation	1,022,018	1,112,209	1,048,018	25,000	1,073,018
Departmental Revenue					
State, Fed or Gov't Aid	8,043	-	-	-	-
Other Revenue	28,500	10,000	10,000	25,000	35,000
Other Financing Sources	25	-	-	-	-
Total Revenue	36,568	10,000	10,000	25,000	35,000
Local Cost	985,450	1,102,209	1,038,018	-	1,038,018
Budgeted Staffing		18.0	16.0	-	16.0

DEPARTMENT: Purchasing
FUND: General
BUDGET UNIT: AAA PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	18.0	1,112,209	10,000	1,102,209
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	75,078	-	75,078
Internal Service Fund Adjustments	-	6,887	-	6,887
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	81,965	-	81,965
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	(44,159)	-	(44,159)
Mid-Year Board Items	-	-	-	-
Subtotal	-	(44,159)	-	(44,159)
Impacts Due to State Budget Cuts	(2.0)	(101,997)	-	(101,997)
TOTAL BOARD APPROVED BASE BUDGET	16.0	1,048,018	10,000	1,038,018
Board Approved Changes to Base Budget	-	25,000	25,000	-
TOTAL 2004-05 FINAL BUDGET	16.0	1,073,018	35,000	1,038,018



DEPARTMENT: Purchasing
 FUND: General
 BUDGET UNIT: AAA PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1. Salary Adjustments Increases due to step increases and retirement costs.	-	34,621	-	34,621
2. Reduction in Services & Supplies Further reductions in the purchase of supplies necessary in order to meet reduction target increased cost in salary adjustments.	-	(34,741)	-	(34,741)
3. Reduction in Other Charges Reduction in interest payments for computer equipment.	-	(269)	-	(269)
4. Increase in Lease-Purchase of Equipment Increase in principal payments for computer equipment.	-	269	-	269
5. Increase in Transfers Increase in charges mandated per EHAP.	-	120	-	120
6. Decrease in Reimbursements Decrease in reimbursements from Human Services System for surplus equipment issued to community-based organizations.	-	25,000	-	25,000
7. Increase in Revenue Projected increase in public auctions.	-	-	25,000	(25,000)
Total	-	25,000	25,000	-



Central Stores

DESCRIPTION OF MAJOR SERVICES

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies. Central Stores also maintains the surplus property pool. The Purchasing – Central Stores Division budget unit is an Internal Service Fund (ISF), and as such, all operational costs are distributed to user departments through user rates. As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

Central Stores' main purpose is to provide office supplies at the lowest cost to all county departments as well as delivering such supplies in a timely manner. It is also the purpose of this division to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

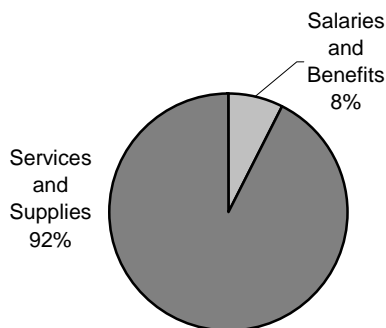
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	8,605,651	8,274,549	8,013,104	7,271,067
Departmental Revenue	8,549,982	8,478,314	7,703,050	7,444,140
Revenue Over/(Under) Expense	(55,669)	203,765	(310,054)	173,073
Budgeted Staffing		14.0		12.0
Fixed Assets	23,174	35,000	-	-
Unrestricted Net Assets Available at Year End	200,663		300,128	

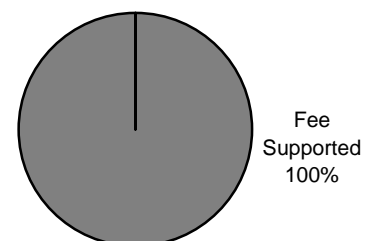
Workload Indicators

Work Orders	34,360	34,000	31,269	30,600
Whse/stores sales (\$)	8,520,316	8,250,000	7,810,013	7,400,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

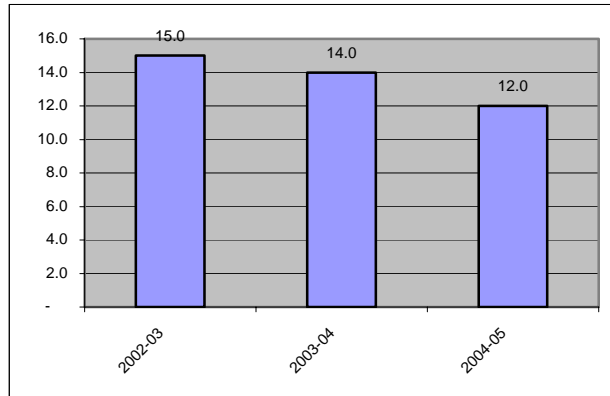
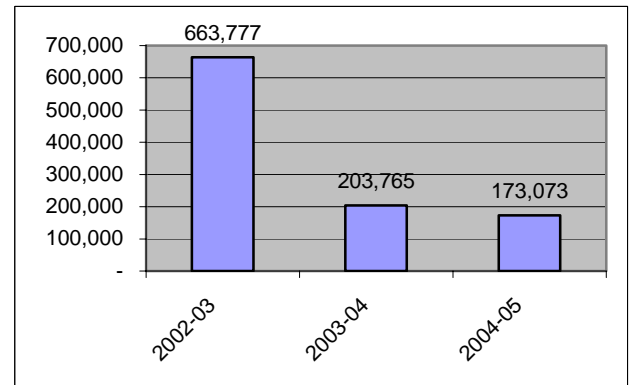


2004-05 BREAKDOWN BY FINANCING SOURCE



This budget is expected to increase unrestricted net assets by \$173,073.



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Central Stores

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Central Stores

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	509,318	606,854	653,582	(111,884)	541,698
Services and Supplies	7,369,451	7,563,105	7,552,706	(943,220)	6,609,486
Central Computer	9,358	12,435	10,724	-	10,724
Transfers	124,977	92,155	92,155	17,004	109,159
Total Appropriation	8,013,104	8,274,549	8,309,167	(1,038,100)	7,271,067
<u>Departmental Revenue</u>					
Current Services	7,703,050	8,478,314	8,512,932	(1,068,792)	7,444,140
Total Revenue	7,703,050	8,478,314	8,512,932	(1,068,792)	7,444,140
Revenue Over/(Under) Exp	(310,054)	203,765	203,765	(30,692)	173,073
Budgeted Staffing		14.0	14.0	(2.0)	12.0
<u>Fixed Assets</u>					
Equipment	-	35,000	35,000	(35,000)	-
Total Fixed Assets	-	35,000	35,000	(35,000)	-



DEPARTMENT: Purchasing
FUND: Central Stores
BUDGET UNIT: IAV PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	14.0	8,274,549	8,478,314	203,765
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	46,728	46,728	-
Internal Service Fund Adjustments	-	(12,110)	(12,110)	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	34,618	34,618	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	14.0	8,309,167	8,512,932	203,765
Board Approved Changes to Base Budget	(2.0)	(1,038,100)	(1,068,792)	(30,692)
TOTAL 2004-05 FINAL BUDGET	12.0	7,271,067	7,444,140	173,073
2003-04 FINAL FIXED ASSETS		35,000		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items	-	-	-	-
Impacts to Fixed Assets Due to State Budget Cuts	-	-	-	-
Department Recommended Changes in Fixed Assets		(35,000)		
TOTAL 2004-05 FIXED ASSETS BUDGET		-		

DEPARTMENT: Purchasing
FUND: Central Stores
BUDGET UNIT: IAV PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Delete 2.0 Vacant FTE in Central Stores. Due to the 9% budget reduction to general fund departments, it is anticipated that demand for Central Stores services will decrease in 2004-05 by an estimated 10%. As a result of this decrease in services, a 1.0 Fiscal Clerk III, a 1.0 Stores Specialist, and a 1.0 Stores Supervisor I were deleted. These deletions were offset by the addition of a 1.0 Storekeeper required to continue line staff operations in lieu of the deleted supervisory positions.	(2.0)	(111,884)	-	111,884
2. Reduce Services and Supplies Reduction of \$964,184 (13%) in expenses is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by an additional expense of \$20,964 for warehouse supplies (boots, shovels, raincoats, etc.) that will be transferred from Fleet Management effective July 1,	-	(943,220)	-	943,220
3. Increase Transfers This increase is due to the reimbursement to Purchasing for a portion of a Staff Analyst II position as a result of the September 23, 2003 Board action.	-	17,004	-	(17,004)
4. Decrease in Current Revenue Reduction of \$1,097,932 (13%) in revenue is directly related to the 10% anticipated reduction in demand for services. This reduction is offset by additional revenue of \$29,140 anticipated through the sales of warehouse supplies that will be transferred from Fleet Management effective July 1, 2004.	-	-	(1,068,792)	(1,068,792)
Total	(2.0)	(1,038,100)	(1,068,792)	(30,692)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Eliminate Equipment There is no anticipated expense in this category.	(35,000)
Total	(35,000)



Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides interoffice, U.S Postal, and courier service to agencies, departments, and special districts within the county.

The Purchasing- Mail/Courier Services budget unit is an Internal Service Fund (ISF). As an ISF, unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The division's main goal is to deliver each piece of mail in a timely and accurate manner to all county departments. Accomplishing this mail delivery process will ensure that quality service is provided to all its customers.

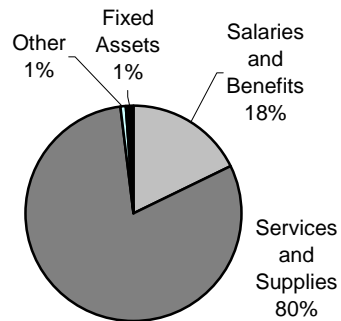
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	7,313,821	7,838,417	7,597,199	7,478,661
Departmental Revenue	7,419,258	8,067,704	8,030,748	7,648,362
Revenue Over/(Under) Expense	105,437	229,287	433,549	169,701
Budgeted Staffing		34.0		33.0
Fixed Assets	11,248	56,843	15,734	76,082
Unrestricted Net Assets Available at Year End	538,427		-	

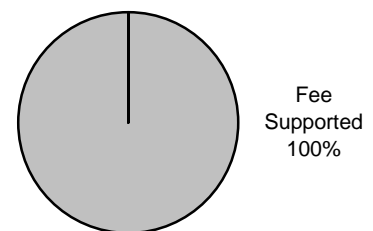
Workload Indicators

Inter-office mail p/up-del	154,082	153,787	144,268	142,000
Inserting/intel insert	8,219,293	8,300,000	8,202,350	6,750,000
Folding/tab-label	11,746,024	13,200,000	12,489,207	9,750,000
Bus reply/postage due	267,877	320,000	241,262	264,000
Mail pieces processed	14,427,444	14,500,000	14,624,598	12,300,000

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

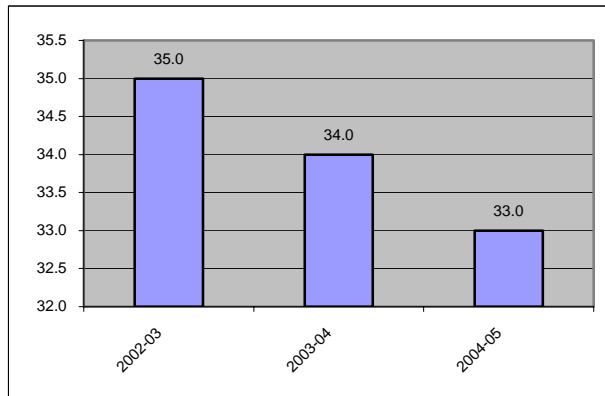
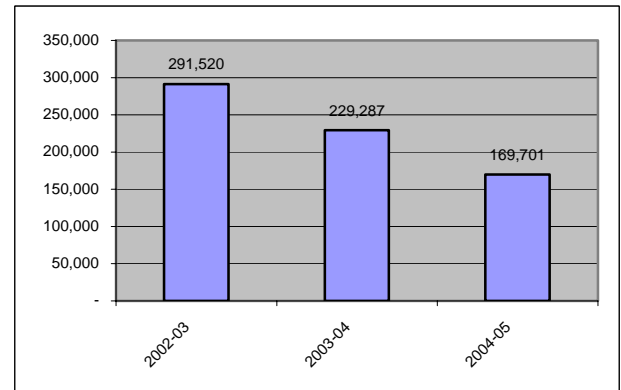


2004-05 BREAKDOWN BY FINANCING SOURCE



This budget is expected to increase unrestricted net assets by \$169,701.



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Mail Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail & Courier Services

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	1,148,888	1,257,763	1,342,108	(12,090)	1,330,018
Services and Supplies	6,396,250	6,470,172	6,476,434	(444,013)	6,032,421
Central Computer	2,278	2,278	4,369	-	4,369
Other Charges	1,705	17,741	17,741	(13,701)	4,040
Transfers	48,078	51,463	51,463	17,350	68,813
Total Appropriation	7,597,199	7,799,417	7,892,115	(452,454)	7,439,661
Depreciation	-	39,000	39,000	-	39,000
Total Requirements	7,597,199	7,838,417	7,931,115	(452,454)	7,478,661
<u>Departmental Revenue</u>					
Current Services	8,030,648	7,767,704	7,860,402	(212,040)	7,648,362
Other Revenue	100	300,000	300,000	(300,000)	-
Total Revenue	8,030,748	8,067,704	8,160,402	(512,040)	7,648,362
Revenue Over/(Under) Exp	433,549	229,287	229,287	(59,586)	169,701
Budgeted Staffing		34.0	34.0	(1.0)	33.0
<u>Fixed Assets</u>					
Equipment	-	-	-	40,000	40,000
L/P Equipment	15,734	56,843	56,843	(20,761)	36,082
Total Fixed Assets	15,734	56,843	56,843	19,239	76,082



DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET				
Cost to Maintain Current Program Services				
Internal Service Fund Adjustments	-	8,353	8,353	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	92,698	92,698	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts				
	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	34.0	7,931,115	8,160,402	229,287
Board Approved Changes to Base Budget	(1.0)	(452,454)	(512,040)	(59,586)
TOTAL 2004-05 FINAL BUDGET	33.0	7,478,661	7,648,362	169,701
2003-04 FINAL FIXED ASSETS				
		56,843		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts				
		-		
Department Recommended Changes in Fixed Assets		19,239		
TOTAL 2004-05 FIXED ASSETS BUDGET		76,082		

DEPARTMENT: Purchasing
FUND: Mail Courier Services
BUDGET UNIT: IAY PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Delete 1.0 Vacant Fiscal Clerk I position. This deletion is necessary to meet department reduction targets relating to decrease in services. Reduction cost of \$33,785 for the deleted position is offset by additional costs of \$21,695 for step increases.	(1.0)	(12,090)	-	12,090
2. Reduction in Services to Human Services System (HSS) and Other This reduction is due to HSS no longer requiring mailings for its CIV Project and overall reduction of mail services.	-	(444,013)	-	444,013
3. Reduction in Other Charges Reduction is a result of a modular trailer not being lease-purchased that was budgeted in 2003-04.	-	(13,701)	-	13,701
4. Increase in Transfers Out This increase is based on reimbursing Purchasing (AAA PUR) for administrative support from a Staff Analyst II as a result of the September 23, 2003 Board action.	-	17,350	-	(17,350)
5. Reduction in Current Services Reduction in overall services and elimination of mailings for the CIV Project will result in a decrease in revenue.	-	-	(512,040)	(512,040)
Total	(1.0)	(452,454)	(512,040)	(59,586)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Purchase of Mail Automated Equipment In order to automate the mailing meter machines, computer hardware and software will be purchased to expedite billings.	40,000
2. Reduction in Lease-Purchase of Equipment The amount due for principal on existing lease-purchases will decrease due to a modular trailer not being lease-purchased as budgeted in 2003-04.	(20,761)
Total	19,239



Printing Services

DESCRIPTION OF MAJOR SERVICES

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports for county departments and special districts. All operational costs of this program are distributed to user departments through user rates.

The Purchasing – Printing Services Division budget unit is an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

The purpose of this division is to provide high quality printed materials utilizing the latest technological advances in order to serve the needs of county departments. This division strives to deliver services in a timely and most cost effective manner that is beneficial to all its customers.

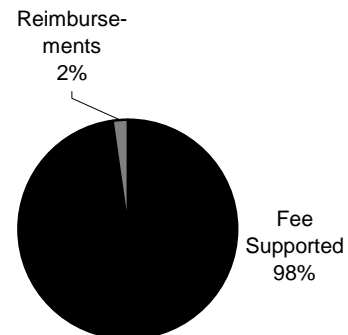
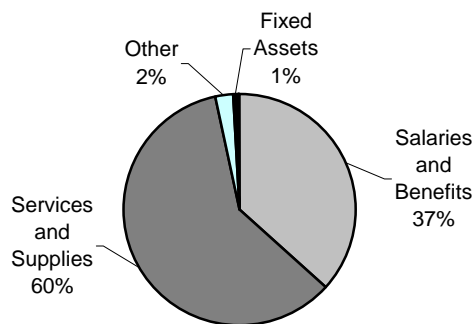
BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Requirements	2,535,869	2,603,355	2,548,386	2,352,272
Departmental Revenue	2,392,449	2,766,547	2,503,248	2,422,958
Revenue Over/(Under) Expense	(143,420)	163,192	(45,138)	70,686
Budgeted Staffing		17.0		16.0
Fixed Assets	46,229	208,179	187,189	18,057
Unrestricted Net Assets Available at Year End	441,388		254,438	

Workload Indicators

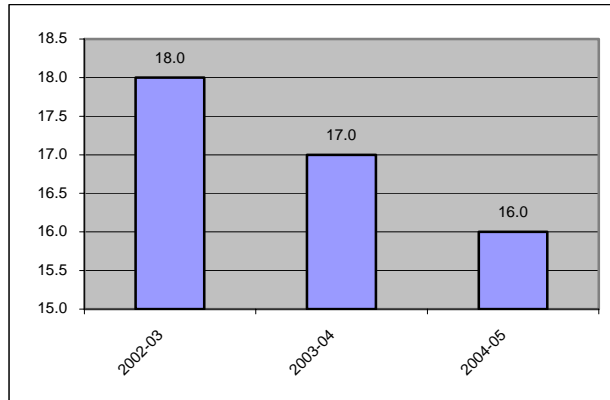
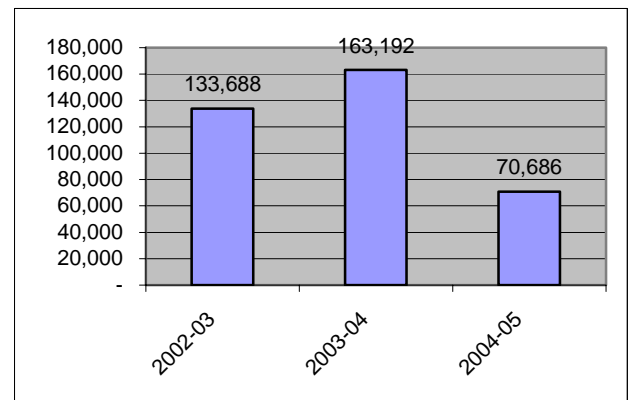
Printed Pages-Units	64,834,009	63,500,000	60,756,335	61,000,000
Graphic Arts-Hours billed	2,960	2,800	2,891	2,960

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$70,686.



2004-05 STAFFING TREND CHART**2004-05 REVENUE OVER/(UNDER) TREND CHART**

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
<u>Appropriation</u>					
Salaries and Benefits	785,560	809,014	866,972	(39,037)	827,935
Services and Supplies	1,748,784	1,635,787	1,635,787	(286,211)	1,349,576
Central Computer	5,030	4,844	4,844	3,380	8,224
Other Charges	4,659	1,079	1,079	(820)	259
Transfers	52,143	37,421	37,421	18,079	55,500
Total Exp Authority	2,596,176	2,488,145	2,546,103	(304,609)	2,241,494
Reimbursements	(47,790)	(47,790)	(47,790)	(4,432)	(52,222)
Total Appropriation	2,548,386	2,440,355	2,498,313	(309,041)	2,189,272
Depreciation	-	163,000	163,000	-	163,000
Total Requirements	2,548,386	2,603,355	2,661,313	(309,041)	2,352,272
<u>Departmental Revenue</u>					
Current Services	2,503,178	2,766,547	2,824,505	(401,547)	2,422,958
Other Revenue	70	-	-	-	-
Total Revenue	2,503,248	2,766,547	2,824,505	(401,547)	2,422,958
Revenue Over/(Under) Exp	(45,138)	163,192	163,192	(92,506)	70,686
Budgeted Staffing		17.0	17.0	(1.0)	16.0
<u>Fixed Assets</u>					
Equipment	139,010	160,000	160,000	(160,000)	-
L/P Equipment	48,179	48,179	48,179	(30,122)	18,057
Total Fixed Assets	187,189	208,179	208,179	(190,122)	18,057



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	17.0	2,603,355	2,766,547	163,192
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	57,958	57,958	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	57,958	57,958	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	17.0	2,661,313	2,824,505	163,192
Board Approved Changes to Base Budget	(1.0)	(309,041)	(401,547)	(92,506)
TOTAL 2004-05 FINAL BUDGET	16.0	2,352,272	2,422,958	70,686
2003-04 FINAL FIXED ASSETS		208,179		
Board Approved Adjustments During 2003-04				
Mid-Year Board Items		-		
Impacts to Fixed Assets Due to State Budget Cuts		-		
Department Recommended Changes in Fixed Assets		(190,122)		
TOTAL 2004-05 FIXED ASSETS BUDGET		18,057		



DEPARTMENT: Purchasing
 FUND: Printing Services
 BUDGET UNIT: IAG PUR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Deletion 1.0 Vacant Reproduction Equipment Operator I Due to a reduction in demand for services, it was necessary to close the Quick Copy center located at the Civic Center building and delete one (1) Reproduction Equipment Operator I.	(1.0)	(39,037)	-	39,037
2. Decrease Services and Supplies Due to the anticipated 9% decrease in service demand it is anticipated that Services and Supplies will decrease accordingly.	-	(286,211)	-	286,211
3. Increase in Data Processing Charges Increase recommended per ISD.	-	3,380	-	(3,380)
4. Decrease in Other Charges Due to the maturation of current leases interest due will be less this fiscal year.	-	(820)	-	820
5. Increase in Transfers Out This increase is due to the reimbursement to Purchasing for a portion of one Staff Analyst II's salary as a result of the September 23, 2003 Board action.	-	18,079	-	(18,079)
6. Increase in Transfers In This increase for administration fees is due to the MOU increase.	-	(4,432)	-	4,432
7. Decrease in Charges for Current Services Due to the anticipated decrease in volume of production, it is projected that the revenue will decrease accordingly.	-	-	(401,547)	(401,547)
Total	(1.0)	(309,041)	(401,547)	(92,506)

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change	Appropriation
1. Decrease of Equipment There are no anticipated purchases of equipment for this fiscal year.	(160,000)
2. Decrease in Lease Purchases Due to the maturation of current leases less principle is due.	(30,122)
Total	(190,122)



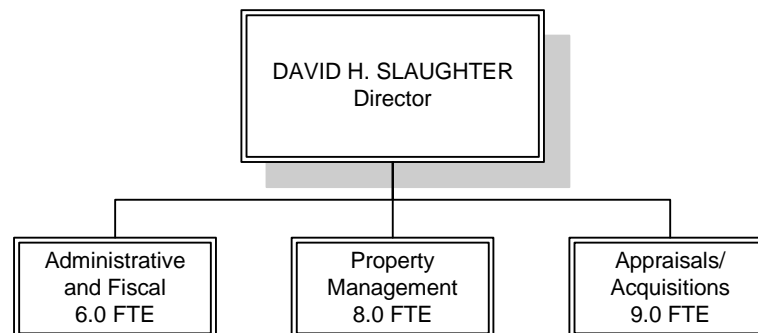
REAL ESTATE SERVICES

David H. Slaughter

MISSION STATEMENT

The mission of the Real Estate Services Department is to provide professional real estate services, which enable its customers, county departments and other public agencies, to provide services that promote the health, safety, well being, and quality of life to the residents of the county.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2004-05				
	Appropriation	Revenue	Local Cost	Fund Balance	Staffing
Real Estate Services	2,213,960	1,549,650	664,310		24.0
Rents and Leases	208,652	-	208,652		-
Chino Ag Preserve	4,408,761	825,700		3,583,061	-
TOTAL	6,831,373	2,375,350	872,962	3,583,061	24.0

Real Estate Services

DESCRIPTION OF MAJOR SERVICES

Real Estate Services negotiates and administers revenue and expenditure leases on behalf of county departments. More than 300 revenue leases allow for the use of county-owned facilities, generally at county parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Approximately 275 expenditure leases are managed to provide facilities throughout the county for departments and their employees to support the delivery of services in locations convenient to the residents served.

Real Estate Services also provides appraisal, acquisition, and relocation assistance for county departments and, upon request, to other agencies including SANBAG, the State of California, and various cities. The department establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. The department also acquires land and facilities for various functions, disposes of property determined to be surplus to the county's needs, and maintains an inventory of all county land and facilities.



BUDGET AND WORKLOAD HISTORY

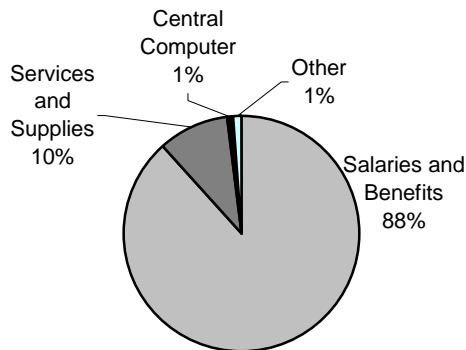
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	1,786,994	2,142,465	1,787,098	2,213,960
Departmental Revenue	1,340,666	1,547,050	1,264,630	1,549,650
Local Cost	446,328	595,415	522,468	664,310
Budgeted Staffing		24.0		24.0

Workload Indicators

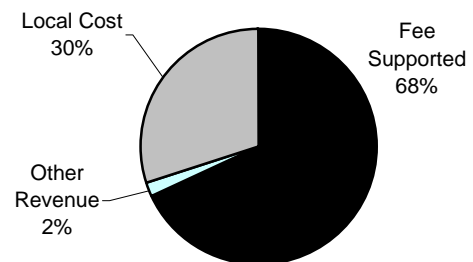
Appraisals / acquisitions (billable hours)	13,769	15,500	17,120	16,000
Property management (billable hours)	13,144	13,300	14,200	13,700

In 2003-04, salaries and benefits were approximately \$282,000 less than budget due to positions held vacant during the year. The vacant positions also resulted in revenues being \$226,000 lower than expected.

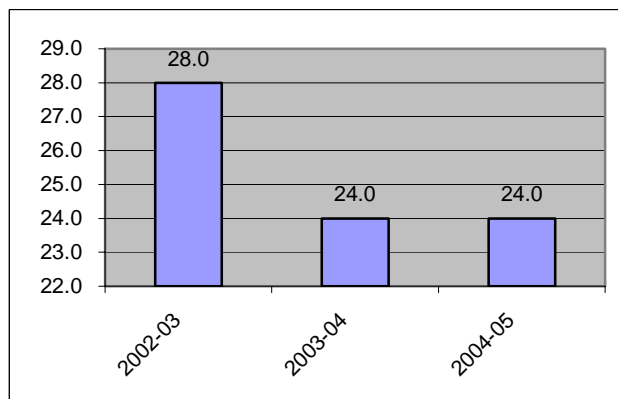
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



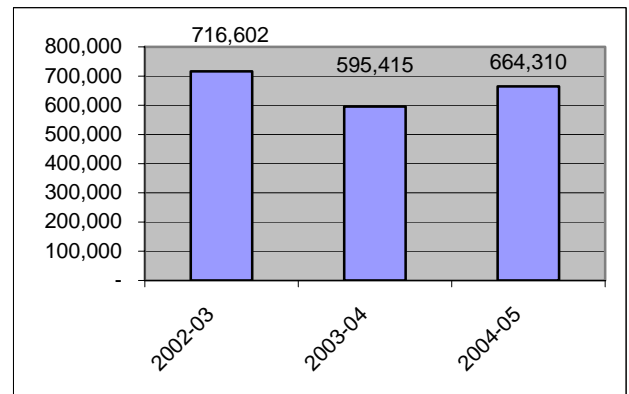
2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 STAFFING TREND CHART



2004-05 LOCAL COST TREND CHART



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	1,576,841	1,858,577	1,954,056	-	1,954,056
Services and Supplies	173,204	246,752	215,480	3,289	218,769
Central Computer	12,831	12,831	17,519	-	17,519
Transfers	24,222	24,305	24,305	(689)	23,616
Total Appropriation	1,787,098	2,142,465	2,211,360	2,600	2,213,960
Departmental Revenue					
Use of Money and Prop	59,626	46,000	46,000	-	46,000
Current Services	1,205,004	1,501,050	1,501,050	2,600	1,503,650
Total Revenue	1,264,630	1,547,050	1,547,050	2,600	1,549,650
Local Cost	522,468	595,415	664,310	-	664,310
Budgeted Staffing		24.0	24.0	-	24.0

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RPR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	24.0	2,142,465	1,547,050	595,415
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	124,913	-	124,913
Internal Service Fund Adjustments	-	8,574	-	8,574
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	133,487	-	133,487
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	(64,592)	-	(64,592)
TOTAL BOARD APPROVED BASE BUDGET	24.0	2,211,360	1,547,050	664,310
Board Approved Changes to Base Budget	-	2,600	2,600	-
TOTAL 2004-05 FINAL BUDGET	24.0	2,213,960	1,549,650	664,310



DEPARTMENT: Real Estate Services
 FUND: General
 BUDGET UNIT: AAA RPR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	<p>Reclassification to Real Estate Services Manager</p> <p>Two positions, 1.0 Real Property Manager and 1.0 Right of Way Manager, are reclassified to a new, single Real Estate Services Manager classification. The single classification will provide the department with flexibility regarding assignment and cross-training of personnel.</p> <p>On October 30, 2001, the Board approved the structural reorganization of Real Estate Services from a stand-alone division to a separate county department. The reorganization included adding a Director of Real Estate Services and reclassifying 2.0 Real Property Agent (RPA) II to RPA III. This action is the last piece of the department's reorganization.</p> <p>There is no additional cost associated with these reclassifications in the 2004-05 budget. The Real Property Manager is classified at the same range and benefit level as the new classification. The Right of Way Manager is classified at the same range, but will move from the Management unit to the Exempt unit. These additional costs were included in the 2003-04 budget; however, the classification action was not completed pending reclassification and recruitment of the subordinate RPA III positions, which is now substantially completed.</p>	-	-	-	-
2.	<p>Revenue adjustment</p> <p>Minor change in rate charged to the department's customers. Increases to transfers and revenues are offset by increased services and supplies.</p>	-	2,600	2,600	-
Total		-	2,600	2,600	-



Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget is used to fund the rental of leased space utilized by county departments except long-term facility agreements for joint power authorities. Lease payments are reimbursed from various user departments.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

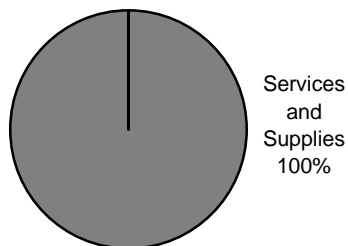
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	953,701	571,138	76,652	208,652
Departmental Revenue	324,977	323,000	61,364	-
Local Cost	628,724	248,138	15,288	208,652

Workload Indicators

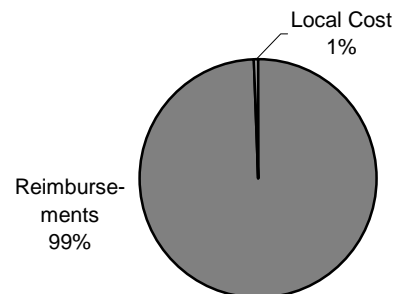
Number of leases with county as tenant	292	256	241	260
Square feet of leased space managed	2,228,848	2,274,700	2,444,378	2,205,100

In 2003-04, actual expense and actual revenue are both less than budget due primarily to leases that were terminated and/or consolidated because of the ongoing state budget crisis. The 2003-04 budgeted workload indicator for number of leases with county as tenant did not include some zero-cost leases and therefore was understated. The actual number of leases with county as tenant and total square footage under lease have decreased and are expected to continue decreasing as a result of state budget impacts and consolidation efforts.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY

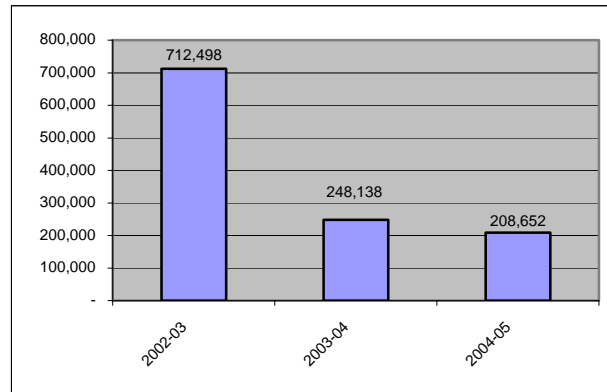


2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 LOCAL COST TREND CHART





GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RNT
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Services and Supplies	31,905,324	34,635,016	34,595,530	(1,192,906)	33,402,624
Total Exp Authority	31,905,324	34,635,016	34,595,530	(1,192,906)	33,402,624
Reimbursements	(31,828,672)	(34,063,878)	(34,063,878)	869,906	(33,193,972)
Total Appropriation	76,652	571,138	531,652	(323,000)	208,652
Departmental Revenue					
Use of Money and Prop	61,364	323,000	323,000	(323,000)	-
Total Revenue	61,364	323,000	323,000	(323,000)	-
Local Cost	15,288	248,138	208,652	-	208,652

DEPARTMENT: Real Estate Services
FUND: General
BUDGET UNIT: AAA RNT

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
2003-04 FINAL BUDGET	-	571,138	323,000	248,138
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	(39,486)	-	(39,486)
TOTAL BOARD APPROVED BASE BUDGET	-	531,652	323,000	208,652
Board Approved Changes to Base Budget	-	(323,000)	(323,000)	-
TOTAL 2004-05 FINAL BUDGET	-	208,652	-	208,652



DEPARTMENT: Real Estate Services
 FUND: General
 BUDGET UNIT: AAA RNT

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes		Budgeted Staffing	Appropriation	Departmental Revenue	Local Cost
1.	Accounting change Per the Auditor-Controller, certain transactions previously recorded as revenue are now accounted for as reimbursements.	-	(323,000)	(323,000)	-
2.	Leasing costs Expected decreases in leasing costs. Reduced services and supplies are offset by reduced reimbursements.	-	-	-	-
Total		-	(323,000)	(323,000)	-



Chino Ag Preserve

DESCRIPTION OF MAJOR SERVICES

The Agricultural Land Post-Acquisition Program administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act. The department is responsible for negotiating and managing leases, preparing conservation easements, managing properties acquired, and recommending future acquisitions. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve the properties at their present condition, enhancing their operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully financed through revenues received from the lease of acquired properties.

There is no staffing associated with this budget unit.

BUDGET AND WORKLOAD HISTORY

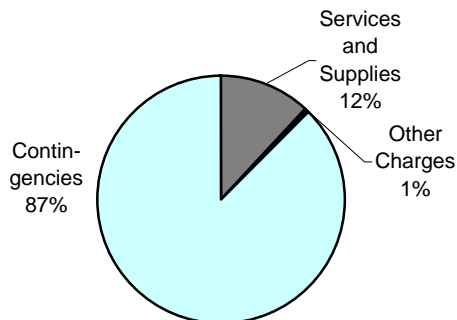
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	513,040	3,922,290	447,476	4,408,761
Departmental Revenue	963,969	862,498	970,745	825,700
Fund Balance		3,059,792		3,583,061

Workload Indicators

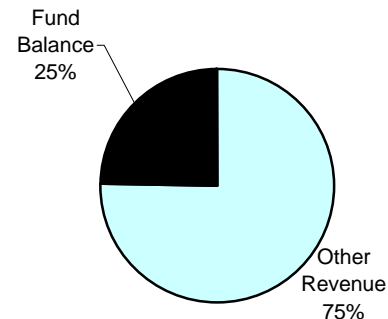
Total acreage	372	372	372	372
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Pursuant to Section 29009 of the California Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, actual expenditures in this fund are typically less than budgeted. The amount not expended is carried over to the subsequent year's budget.

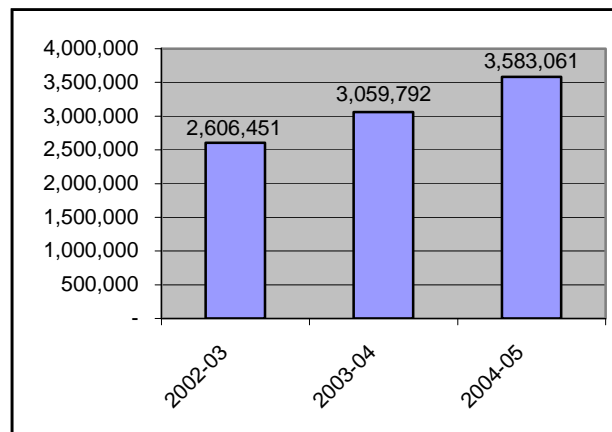
2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



2004-05 BREAKDOWN BY FINANCING SOURCE



2004-05 FUND BALANCE TREND CHART



GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND: Chino Ag Preserve

BUDGET UNIT: SIF INQ
FUNCTION: Public works
ACTIVITY: Property management

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Services and Supplies	431,249	390,000	390,000	132,100	522,100
Other Charges	16,227	31,000	31,000	1,000	32,000
Contingencies	-	3,501,290	3,501,290	353,371	3,854,661
Total Appropriation	447,476	3,922,290	3,922,290	486,471	4,408,761
Departmental Revenue					
Use of Money and Prop	964,964	862,498	862,498	(36,798)	825,700
State, Fed or Gov't Aid	5,781	-	-	-	-
Total Revenue	970,745	862,498	862,498	(36,798)	825,700
Fund Balance		3,059,792	3,059,792	523,269	3,583,061

In 2003-04, services and supplies exceeded the final budget due to Regional Water Quality Control Board mandates that require the design, construction, and maintenance of emergency wastewater management projects at various program properties. Revenue from the Use of Money/Property exceeded the final budget because projected vacancies due to expiring leases at certain properties.

DEPARTMENT: Real Estate Services
FUND: Chino Ag Preserve
BUDGET UNIT: SIF INQ

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	-	3,922,290	862,498	3,059,792
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	-	-	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	-	-	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts				
	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	-	3,922,290	862,498	3,059,792
Board Approved Changes to Base Budget	-	486,471	(36,798)	523,269
TOTAL 2004-05 FINAL BUDGET	-	4,408,761	825,700	3,583,061



DEPARTMENT: Real Estate Services
 FUND: Chino Ag Preserve
 BUDGET UNIT: SIF INQ

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1. Emergency waste water management plans	-	132,100	-	132,100
Preparation plans and construction of improvements as mandated by the Regional Water Quality Control Board				
2. Possessary taxes	-	1,000	-	1,000
Allowance for increased taxes				
3. Rent adjustments	-	-	(36,798)	36,798
Allowance for changes to lease agreements and potential vacancies				
4. Contingencies	-	116,702	-	116,702
Contingencies adjustment for estimated fund balance				
** Final Budget Adjustment - Fund Balance	-	236,669	-	236,669
Contingencies increased due to higher than anticipated fund balance				
Total	-	486,471	(36,798)	523,269

**** Final budget adjustments were approved by the Board after the proposed budget was submitted.**

